

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9422
Su 8 m 51
cop. 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.



December 28, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 7

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Abstracts of Offers and Purchase Recommendation

The following instructions supersede previous instructions regarding the subject, dated November 13, and shall be effective immediately:

1. Preliminary abstracts shall be prepared by the commodity division concerned, in rough draft form, for submission to the Office of the Chief of the Branch, and shall be accompanied by a purchase recommendation outlining the following:
 - A. Specific requirement (Quantity and Use)
 - B. Previous purchases against this requirement
 - C. Previous purchases of this commodity
 - D. Offers received
 - E. Recommendation
 - F. Additional purchases needed, if any
 - G. Market situation and commercial and ceiling prices where possible.
2. Rough abstracts and recommendations will be returned to the commodity division with the approved purchases indicated thereon. Contract numbers and a serial number for each abstract shall be obtained from the Contract Section. The commodity division will then prepare an abstract of accepted offers only, on master ditto paper and have copies prepared. The commodity division will retain sufficient copies of the ditto abstracts for their needs and it will be their responsibility to see that two copies of each abstract are furnished to the related inspection service officers.
3. The rough copy of the abstract, initialed by the Chief of the Division and the Chief of the Branch will be sent to the Announcement and Contract Section, and must be accompanied by the following:

Eight copies of the Telegraphic Acceptance (one yellow, one green, five white and one telegraph blank, one white copy to be initialed).

Original and four copies of the offer.
One copy of the purchase recommendation.
35 ditto copies of the abstract.

As set forth in Administrator's Memorandum No. 2, Supplement S, "It is absolutely imperative that abstracts be prepared with complete accuracy, the latter part of each day on all purchases made during that day and distributed immediately on the same day, or 9 o'clock the following morning." Commodity divisions are therefore directed to transmit the above to the Announcements and Contract Section on or before the close of business of the day on which purchase is made.

4. Ditto copies of abstract shall be distributed by the Contract Section as follows:

Ten copies to Transportation and Warehousing Branch, Mr. Guthrie.

Two copies to Marketing Reports Division, Mr. Sandstrom.

Four copies to Fiscal Branch, Mr. W. B. Robertson.

Three copies to Mr. Clevenger, AMA, San Francisco, Calif.

(These copies will only be sent when the f.o.b. point or the location of the merchandise is within or west of the states of Montana, Wyoming, Colorado or New Mexico or when the program of use shown on the abstract is I.E.P.)

One copy to Chief, Special Commodities Branch, Mr. Albin.

One copy to Office of the Admin. Contractors Service Unit, Mr. Joslin.

One copy to Program Services Division, Fiscal Branch, Mr. Bixby.

One copy to Special Commodities Branch, Analysis & Reports Section, Mr. G. L. Fischer.

One copy to Special Commodities Branch, Authorities and Procedures Section, Mr. Callan.

Nine copies retained in Announcements and Contracts Section.

Two copies to Office of the Admin., Mr. Petzoldt (Lend-Lease Section).

5. As a guide in the preparation of abstracts and to promote uniformity, there are attached hereto sample copies of the abstract and abstract amendment forms which are to be used in this Branch.
6. The commodity code column will be left blank for the present. Instructions regarding the use of the code and its application on the abstract are forthcoming and will supersede all other instructions on the subject.
7. The program of purchase, as shown on the abstract, shall agree with the program specified in the purchase authorization.

8. The original initialed abstract will be released by the Contract Section to the commodity division and it will be the responsibility of that division to maintain a complete and permanent file which will clearly indicate all offers received, accepted and rejected.
9. In the event that it is necessary to include additional information in the abstract, a supplemental sheet may be used. However, it is essential that the order of the headings on the first sheet of the abstract be the same as that shown in the attached sample. If it is necessary to use a supplemental sheet, such sheets must carry page numbers and be securely stapled to the first page.
10. In column 8, "Packaging and Container", shall be placed the description of the container. It is highly desirable that a common terminology be used in describing a container so that the same type of container is not described in several different terms. To effect uniformity, each commodity division will be furnished tables indicating accepted terminology of each type of package. It shall be the responsibility of the commodity divisions to follow these tables in preparing abstracts.
11. Whenever practicable, the accepted quantity and unit price (columns 9 and 10) shall be shown in pounds. If the acceptance is made in units other than pounds, the heading of column 9 shall show the commercial unit accepted. The total number of such units purchased shall appear in this column and a footnote made to indicate the net weight per unit. In such instances Column 10 shall reflect the price per commercial unit.
12. On all abstracts, where the program of use is shown as Red Cross, the Red Cross Order No. shall be indicated directly below the program of use.

Hollin

...the I ...
...the ...
...the ...

...the ...
...the ...
...the ...

...the ...
...the ...
...the ...

...the ...
...the ...
...the ...

...the ...
...the ...
...the ...

Program of Purchase: GCP
Program of Use: Stockpile

Special Commodities Branch

(Commodity)

[illegible]

The original abstract reads in part as follows: [1

The amended abstract reads in part as follows: /2

- 1 The particular contract involved should be listed in every detail as per original abstract.
- 2 The particular contract involved should be listed in every detail as per all amendments.

Purchase Abstract: No.: SC-1
Announcement No.: FSC - 1100
Acceptance Date: 11/2/42
Returnable Date:

Program of Purchase: GCP
Program of Use: Stockpile

AGRICULTURAL MARKETING ADMINISTRATION

Special Commodities Branch

(Commodity)

Contract : Vendor's Name: F.O.B. :	Present :	Original :	Weekly :	Grade :	:	Accepted :	Price :
No./1 :	and Address :Point/2 :	Location/3:	Carrier/4:	Schedule :	Quality :	Quantity :	Per :
					Packaging & Container :	(lbs.) :	(lbs.) :
							Code
							No./7

- 1 Separate contract number to be used for each F.O.B. point. Contract Serial prefix must be shown in full, e.g., FSC (F) 10276.
- 2 Point where A.M.A. takes title (Exception - Dry Beans & Peas where purchase is made on transit basis and original country shipping point shall be shown).
- 3 If other than F.O.B. point.
- 4 Carrier on which commodity will be loaded (F.O.B. point or present location.)
- 5 Net and gross weights should be shown in footnote.
- 6 Indicated price, basis where A.M.A. takes title of commodity (Exception Dry Beans & Peas where base price at original country shipping point applies).
- 7 Grade, type or quality and packaging & container codes for each variant. This column will be left blank until further notice.